

Alliance for Uniform Hazmat Transportation Procedures
Application Instructions for Short Form
Revised October 10, 2005

Part I. Registration Application

Most items on the application are self-explanatory. Please make note of the following:

1. Provide Legal Name as it appears on federal Form MCS-150.
2. Provide "doing business as" (DBA) name, as it appears on federal Form MCS-150.
14. Provide a 24-hour phone number where the **CARRIER** may be contacted in case of an incident or emergency involving a power unit owned or operated by the applicant company. This number can include voice-mail, an answering machine, or an answering service during non-business hours. This number **CANNOT** be the number for a commercial emergency response telephone service such as Chemtrec.
16. Provide the USDOT HazMat Registration Number issued to the applicant by the US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA). If the applicant does not carry hazardous materials of a type or quantity that requires a federal hazardous materials registration number, please put "N/A" in the space provided. [NOTE: This number changes with each annual registration. The applicant should provide the most recently issued number.]
17. Provide the applicant's USDOT Motor Carrier Number as defined in 49 CFR Part 390.21.
18. Provide the Motor Carrier Docket number issued to the applicant by the FMCSA (previously known as the ICC number).
19. Provide the U.S. EPA Identification Number for the applicant's transportation activity, if the applicant company is required to have such number in accordance with federal requirements for transporting hazardous waste under 40 CFR 263.11. EPA guidance requires the transporter "headquarters" to obtain a U.S. EPA identification number. Do not supply generator or treatment, storage and disposal facility numbers. If the applicant's services do not require an U.S. EPA ID number, please put "N/A" in the space provided.
23. Indicate whether the applicant company transports hazardous waste subject to the manifest requirements of 40 CFR 262.20 et. seq., or applicable state law relating to the Uniform Hazardous Waste Manifest.

28. Indicate the previous twelve-month period for which information in this application is provided. The applicant may use the calendar year, fiscal year, or program year (e.g., IRP registration year). If the applicant elects to change the reporting year in a subsequent application, the applicant must inform the base state of its intention.

29. Applicant shall provide the average number of power units owned, leased or operated for the time period indicated in Part 1, Section C, Item 27 on page 1. For purposes of the Uniform Program, the definition of a power unit is the same as "truck" and "truck tractor" as defined in 49 CFR 390.5. The following categories of vehicles may be excluded from the average reported.

- Vehicles that are used exclusively for the transportation of personnel, as opposed to freight, including fleet maintenance vehicles.
- Power units that do not operate on public highways.

30. If the applicant owns, leases, or operates cargo tanks, please provide the average number of units for each category [(a) and (b)] in the space provided. Otherwise, please put "NONE" in the space provided.

31. Applicant shall provide the International Registration Plan (IRP) percentages (or their equivalent) for miles traveled in each state for the previous IRP reporting year for each fleet. All percentages should be rounded to two decimal places (e.g., 13.247 percent should be reported as 13.25 percent) and the sum of these percentages must equal 100 percent. Intrastate carriers should allocate 100 percent to the state in which they operate.

If a carrier maintains IRP mileage, it must use its IRP percentages. If the carrier maintains IFTA fuel tax reporting mileage, but not IRP mileage, it must use the IFTA percentages for this purpose. Percentages must include non-IRP and non-IFTA fleet mileage. If the carrier does not maintain mileage records for either IRP or IFTA, the carrier must calculate the apportioned mileage and provide a brief explanation of the methodology used to calculate the percentages.

32. Each applicant must provide the percentage of its operations that can be considered transportation of hazardous materials. The percentage of hazardous materials activity for less-than-truckload shipments shall be the weight of all hazardous materials shipments divided by the total weight of all shipments for either the last calendar year or the applicant's fiscal year. For truckload shipments, the percentage of hazardous materials activity shall be the number of placarded or marked shipments divided by the total number of shipments for the most recent twelve-month period for which this information is available. A carrier that transports both less-than-truckload and truckload shipments of hazardous

materials shall calculate the percentage of hazardous materials activity on a proportional basis.

The applicant should place a check mark in the box next to the range that corresponds to the percentage of the applicant's total operations that involves the transportation of hazardous materials. Any worksheets or documentation that supports the applicant's answer to this item should be retained and are subject to review during an audit of the carrier's operations.

Part IV. General Application Certifications

The certifications must be checked and the application must be signed by an official of the applicant company, authorized to certify applications for registrations and permits.